

# SIGN COORDINATION PLAN / SIGN VARIANCE APPLICATION

CITY OF FRISCO PLANNING DEPARTMENT (972) 292-5300

## Subdivision Name and Project Name:

Survey Name: \_\_\_\_\_ Abstract #: \_\_\_\_\_  
# of Lots: \_\_\_\_\_ # of Total Acres (rounded to nearest tenth): \_\_\_\_\_

The applicant is encouraged to schedule a meeting with Planning Department staff to discuss the variance request prior to submitting an application for a sign variance.

### Current Property

**Owner's Name:** \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

### Applicant's

**Name:** \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Representative's

**Name:** \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Items to be Submitted:

- ☐ Sign Coordination Plans (see Checklist for a description of the plan)  
– 3 copies of each exhibit\*
- ☐ Description of Requested Variance Form
- ☐ \$150 application fee
- ☐ Postage costs
- ☐ Mailing labels for all property owners within 200' of property line
- ☐ CD disk containing a .jpg, .tif, or .bmp file depicting the sign

**INCOMPLETE APPLICATIONS AND APPLICATIONS DELIVERED BY  
COURIER WILL NOT BE ACCEPTED!!**

\* After staff review of the sign coordination plans are complete, 10 copies of the plans will be required if the plan is required for a variance request. Additional copies of the plans will be required should the variance be appealed to the City Council.

STATE OF TEXAS \_\_\_\_\_ )(  
COUNTY OF \_\_\_\_\_ )(  
BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant,

who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public in & for the State of Texas

### OFFICE USE ONLY

Location of Property: \_\_\_\_\_

Neighborhood #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

This application meets the Planning Department's requirements for processing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DESCRIPTION OF REQUESTED SIGN VARIANCE**

Cite the specific section of Sign Ordinance from which a variance is needed:

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Describe the variance (attach additional sheet if necessary):

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In order to approve a request for a variance, the Planning & Zoning Commission must determine that the request meets three (3) of the following four (4) criteria. Please describe how the requested variance meets the following criteria.

1. The proposed sign shall not adversely impact the adjacent property (visibility, size, etc.)

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2. The proposed sign shall be of a unique design or configuration.

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3. The special exception is needed due to restricted area, shape, topography, or physical features that are unique to the property on which the proposed sign would be erected.

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4. The special exception will substantially improve the public convenience and welfare and does not violate the intent of the Sign Ordinance.

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## **SIGN VARIANCE/SIGN COORDINATION PLAN CHECKLIST**

The following information should be included with an application for a **Sign Variance**:

- Written authorization to pursue the variance from the owner of the property on which the sign is to be located;
- Application fee of \$150.00 + postal cost for mailing to property owners within 200 feet of the subject property;
- Mailing labels with name and address of property owners within 200 feet of the subject property;
- A CD-ROM Disk containing a .jpg, .tif, or .bmp file depicting the proposed sign.

The following information should be included with an application for a **Sign Coordination Plan**:

- A site plan illustrating the location of existing and proposed signs in relation to other site improvements on the property and, if required by City staff, on adjacent properties;
- Elevations of the sign(s) illustrating materials of construction, dimensions, colors, lighting, and font of letters;
- If the sign is attached to building, the elevation shall include a composite of the sign and building;
- Elevations depicting the size of the sign in relation to its surroundings, such as buildings, pedestrians, and traffic;
- A CD-ROM Disk containing a .jpg, .tif, or .bmp file depicting the proposed sign.